

ADMINISTERING MEDICATION

The Board of Education of Education shall not be responsible for the diagnosis and treatment of pupil illness. The administration of medication to a pupil during school hours will be permitted only when failure to take such medicine would jeopardize the health of the pupil, or the pupil would not be able to attend school if the medicine were not made available to him/her during school hours.

For purposes of this policy, "medication" shall include all medicines prescribed by a physician for the particular pupil, including emergency medication in the event of bee stings, etc., and all non-prescription "over the counter" medication.

Before any medication may be administered to or by any pupil during school hours, the Board of Education shall require the written request of the parent/guardian, which shall give permission for such administration and relieve the Board of Education and its employees of liability for administration of medication. In addition, the Board of Education requires the written order of the prescribing physician, which shall include:

- A. The purpose of the medication;
- B. The dosage;
- C. The time at which or the special circumstances under which medication shall be administered;
- D. The length of time for which medication is prescribed;
- E. The possible side effects of the medication.

Both documents shall be kept on file in the office of the school nurse.

The school nurse, with input from the district medical inspector shall develop procedures for the administration of medication which provide that:

- A. All medications, whether prescribed or "over the counter", shall be administered by the medical inspector, school nurse or substitute school nurse, the parent/guardian or the pupil himself/herself where the parent/guardian so permits and with the school nurse present;
- B. Medications shall be securely stored and kept in the original labeled container;
- C. The school nurse shall maintain a record of the name of the pupil to whom medication may be administered, the prescribing physician, the dosage and timing of medication and a notation of each instance of administration;
- D. All medications shall be brought to school by the parent/guardian and shall be picked up at the end of the school year or the end of the period of medication, whichever is earlier; medication not picked up will be discarded;

- E. A student may self-administer medication without supervision of the school nurse for asthma or other life-threatening illnesses. "Life-threatening illness" has been defined as an illness or condition that requires an immediate response to specific symptoms or sequelae that if left untreated may lead to potential loss of life such as, but not limited to, the use of an inhaler to treat an asthma attack or the use of an adrenalin injection to treat a potential anaphylactic reaction.

Each school in the district shall have and maintain at least one nebulizer in the office of the school nurse or at a similar accessible location. The administration of asthma medication through the use of a nebulizer by the school nurse or his/her designee(s) shall be in accord with New Jersey statute and administrative code and shall include, but not be limited to, the following:

- A. Requirement that each school nurse shall be authorized to administer asthma medication through use of a nebulizer;
- B. Requirement that each school nurse receive training in airway management and in the use of nebulizers and inhalers consistent with nationally recognized standards;
- C. Requirement that each student authorized to use asthma medication or a nebulizer have an asthma treatment plan prepared by the student's physician, that identifies, at a minimum, asthma triggers and an individualized health care plan for meeting the medical needs of the student while attending school or a school-sponsored event.

Pupil Self-Administration of Medication

The Board of Education shall permit self-administration of medication for asthma or other potentially life-threatening illnesses by pupils in grades three through eight (unless otherwise directed by the student's physician), both on school premises during regular school hours and off-site or after regular school hours when a pupil is participating in field trips or extracurricular activities. Parents/guardians of the pupil must meet the following conditions:

- A. Provide the Board of Education with written authorization for the pupil's self-administration of medication;
- B. Provide written certification from the pupil's physician that the pupil has asthma or another potentially life-threatening illness and is capable of and has been instructed in the proper method of self-administration of medication;
- C. Sign a statement acknowledging that the district shall incur no liability as a result of any injury arising from the self-administration of medication by the pupil and that the parents/guardians shall indemnify and hold harmless the district and its employees or agents against any claims arising out of the self-administration of medication by the pupil.

The Board of Education of Education shall:

- A. Inform the pupil and his/her parents/guardians that permission is effective for the school year for which it is granted and must be renewed for each subsequent school year upon fulfillment of requirements listed above;
- B. Inform parents/guardians in writing that the district and its employees or agents shall incur no liability as a result of any injury arising from the self-administration of medication.
- C. Maintain the right to revoke a pupil's permission to self-medicate if he/she has failed to comply with all conditions of this policy and/or has violated in any way the tenets of the agreement to self-medicate. The chief school administrator shall confer with the school physician and school nurse prior to recommending termination of a pupil's permission to self-medicate and shall also consult with the pupil, the pupil's parents/guardians and the pupil's physician.

Emergency Administration of Epinephrine

The Board of Education shall permit the school nurse or medical inspector to administer epinephrine via epi-pen in emergency situations. In their absence, a designee or designees who are employees of the Board may do so.

The designees must be properly trained by the school nurse in the administration of the epi-pen using the standardized training protocol designated by the State Department of Education. Each designee shall receive individual training for each pupil for whom he/she is designated.

The Board of Education shall inform the pupil's parents/guardians in writing that if the specified procedures are followed, the district, its employees and agents shall have no liability as a result of any injury arising from the administration of the epi-pen to the pupil.

Parents/guardians shall provide the Board of Education with the following:

- A. Written orders from the physician that the pupil requires the administration of epinephrine for anaphylaxis and does not have the capability for self-administration of the medication;
- B. Written permission for the administration of epinephrine via epi-pen by the school nurse or designee(s);
- C. A signed statement acknowledging their understanding that if the specified procedures are followed, the district shall have no liability as a result of any injury arising from the administration of the epi-pen by the school nurse or designee(s) to the pupil and that the district, its employees, and agents shall be indemnified and held harmless against any claims arising out of the administration of the epi-pen to the

pupil.

Permission for the administration of epinephrine via epi-pen shall be granted annually and must be renewed each school year upon the fulfillment of the above requirements.

NORWOOD BOARD OF EDUCATION
ADMINISTERING MEDICATION (continued)

FILE CODE: 5141.21

Implementation

The Board of Education shall ensure that the administration of all medications shall be in accord with New Jersey statute and administrative code

Date: January 10, 1983

Revised: April 24, 1989

Revised: November 2004

Revised: June 29, 2009

Legal References:

N.J.S.A. 18A:11-1

General mandatory powers and duties

N.J.S.A. 18A:40-1

Employment of medical inspectors, optometrists and nurses; salaries; terms; rules

N.J.S.A. 18A:40-3.2 et seq.

Medical and Nursing Personnel

N.J.S.A. 18A:40-4

Examination for physical defects and screening of hearing of pupils

N.J.S.A. 18A:40-7

Exclusion of pupils who are ill

N.J.S.A. 18A:40-12.3

Self-administration of medication by pupil; conditions through -12.4

N.J.S.A. 18A:40-12.5

Policy for emergency administration of epinephrine to public school pupils

N.J.S.A. 18A:40-12.6

Administration of epinephrine; primary responsibility; parental consent

N.J.S.A. 18A:40-12.7

Nebulizer

N.J.S.A. 18A:40-12.8

Administration of asthma medication by school nurse through nebulizer; training; pupil asthma treatment plan

N.J.S.A. 18A:54-20

Powers of board (county vocational schools)

N.J.S.A. 45:11-23

Definitions

N.J.A.C. 6A:16-1.1 et seq.

Programs to Support Student Development

See particularly:

N.J.A.C. 6A:16-1.3, -1.4(a), -2.1, -2.3, -2.4

Bernards Township Education Association v. Bernards Township Board of Education, 1981 S.L.D. (9/29/81), aff'd State Board, 1982 S.L.D. 4/7/82, aff'd App. Div., unpublished opinion (A-4211-81T3, 5/18/83)

Communications Workers of America, Local 1033, On behalf of Karen Norton, Barbara Woolston, Mary Ellen Schoen et al. v. New Jersey State Department of Education, Marie H. Katzenbach School for the Deaf, State Board Docket #52-91

Policy Advisory #1 on N.J.S.A. 18A:40-12.3 et seq. Self-Administration of Medication By a Pupil, New Jersey State Department of Education, June 5, 1995

Protocol and Implementation Plan for the Emergency Administration of Epinephrine by a Delegate Trained by the School Nurse, New Jersey State Department of Education,

October, 1998

Cross References:

5131.6	Drugs, alcohol, tobacco (substance abuse)
5141	Health
5141.1	Accidents
5141.2	Illness
5141.3	Health examinations and immunization